

Example Resume

NAME:
RANK:
SSN:

ADDRESS: Street Address
City, State ZIP
Telephone Number
AKO email:

UNIT: HQ 2nd Bde, 34th ID, IAARNG
Boone, IA 50036
DSN: 738-7411
email:

OBJECTIVE: to obtain an appointment as an ARNG Warrant Officer in the duty MOS 420A, Military Personnel Technician

PERSONAL DATA:

Date of Birth:	8 Mar'64	Marital Status:	Married
Height:	5'10	Dependents:	Two
Weight:	170 pounds	MOS:	P42A2O S42F2O
Health:	Excellent		

CIVILIAN EDUCATION: (They should agree with Block 2g (1) of the NGB Form 62)

Bachelor of Science, Iowa State university, Ames, IA; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI (**Bold high GPA, Dean's List, special recognition, etc**)

MILITARY EDUCATION:

List in order from most recent to earliest training attended/completed.

12 Jan '97- 11 Apr '97

Bold individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS related subjects. How is school relevant? Indicating mid-level management school or just listing the scope of training is not very descriptive.

6-Aug '95- 1 Sep '95
PLDC
NCO Academy
Camp Jackson, Korea

Resume is very important, it shows your ability to communicate in written form. Write at 12th grade level and use a thesaurus to help vocabulary. Do both spell and grammar checks because errors will doom an application.

1 FEB '93 – 12 Mar '93
Personnel Management Specialist
US Army Soldier Support Center
MOS 75H

There will be individuals throughout the process that may be unfamiliar with your MOS, so use easily understood terms. Make it reader-friendly. If using Fort Jackson, SC Specific terms, spell them out **and show The acronym in bold parenthesis**. It is Acceptable to use the acronym alone the Second time. Don't overuse bolding Effect, it could be a distraction. Can list correspondence courses but not subcourses.

MILITARY EXPERIENCE PERTINENT TO MOS 42A0: (Listing all assignments)

Jul '97- Present
Enlisted Assignments NCO
HHC, III Corps
Fort Hood, TX

Concise job description focusing on the unique characteristics of your specific position. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, i. e Prescribed Load List (**PLL**)

Jul'94 – Jun'97
Records NCO
Ft Jackson, SC

Bold any significant achievements, impact awards, receipt of unit coins, certificates of achievement, or appearance before soldier/NCO of the month/qtr boards.

Jun '93 – Jun '94
a

Focus on **measurements of success. NOT** just Job description, but how well you did the job. Use NCOER bullets as reference. Mention if You exceeded standards on **significant inspections/evaluation. Bold mobilization or periods of state active duty**. Make a separate assignment entry if mobilized for several months.

CILIVIAN EXPERIENCE PERTINMENT TO MOS 42OA: (If none, the omit this part)

Jan '90 – Dec '90
Secretary
Kelly Temporary Services
Grand Rapids, MI

Use same guidance as above. Explain any experience or training you obtained that pertains to the requested WO MOS. Leave blank if no relevant civilian experience.

SUMMARY

Write a paragraph or two explaining why fully qualified to perform the duties of a Warrant Officer in your skill. This a very important part of the resume. Make this call to action, but do so with turning off the reader. Include in bold type all of your significant accomplishments/achievements (below-the zone promotions, impact award, standards exceeded on a significant accomplishments / achievements (below-the-zone promotions, impact awards, standards exceeded on significant inspection / evaluation, ect) mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: What have you done or accomplished that sets you apart from your peers?

SIGNATURE & DATE (Required)

Other notes:

Use plain white paper, black ink and 12 point standard font such as Arial or Times New Roman.

Don't go non-Army, the resume takes an increased importance in conveying your qualification to become an Army Warrant Officer.